

## **TRAVEL PLANNING OVERVIEW - THOUGHTS AND NOTES FOR TRAVEL**

The Imsa Web site has forms and helpful documents

**Plan travel and travel paperwork ahead** - Ask questions to Maria Magana or Jim Farrell in advance

This will prevent missteps in protocol or the ability to get somebody reimbursed.

We are a state agency, it's important we follow HETCB protocol to ensure we can process our vouchers, to get fully reimbursed for all expenses, and for audit purposes.

**POs need to be created and approved prior to travel** - just like when procuring a product or service.

This ensures that the budget exists and that the budget mgr has approved the travel.

Each type of travel expense needs to be put on its own line on the PO - e.g per diem, lodging, mileage

All POs need the who, what, when, where and why

Below is an example for a PO for Jim Farrell for two travel related expenses broken down by line item

To reim state emp J. Farrell for per diem to attend ABC Conference in Springfield IL May 13, 2019

To reim state emp J. Farrell for lodging to attend ABC Conference in Springfield IL May 13, 2019

If Inc Fund, Spec Trust or Local Fund - the vendor is the name of traveler

If EAF, the vendor is Math Science Imprest. - Please see if traveler would be fine with reimbursement through the state - especially for less than \$50.00.

**PLEASE keep and use notes** for how to create travel related purchase orders and travel vouchers

You will likely do travel once in awhile, and you will likely forget the many details.

Roughly the same info needs to be provided each time.

**Lodging selection and documentation is critical**-notate on PO in comment section how lodging was selected.

e.g. (Achieved state rate of \$80.00, or "Approved conference hotel" or "3 hotels quoted for best rate"

We have to report lodging exceptions to the state - auditors review our travel as well.

If we can't justify our selection - we may not get fully reimbursed.

**When choosing lodging, you must turn in the quotes you obtained along with the PO/travel voucher.**

**If it is an approved conference hotel - please include the website page, or brochure documenting this.**

Refer to notes for protocol on lodging selection - Contact preferred hotels first

**Mention you are a state agency when booking the rooms to ensure that you are getting the state rate.**

Some hotels that are on preferred list may decline state rates at different times due to events going on.

Continue your search and get quotes as needed if you can't achieve the state rate.

Hotel receipts/folios should have the travelers name on them. They also need to show a zero balance due.

**There is a pecking order for transportation.**

As as state agency, we should be traveling by the **least costly method**. Here is the order

1. Imsa vehicle 2. Car rental (for long driving trips) 3. Public transportation. 4. Personal Vehicle

**Weigh costs.** If driving long distances, a car rental might be required.

**Personal mileage is most expensive option by far.**

**Hertz car rental agreement extended til further notice-** (in Illinois) refer to Hertz agreement doc for details

Car rental receipts need to show a zero amount due as well - no over the counter items allowed.

Refer to CMS auto liability program page for insurance coverage questions and what to do

in the event of an accident. When renting a vehicle that is not Hertz,

get 3 quotes and include those quotes in the supporting docs / PO/ voucher.

### **Transportation to and from an Airport**

There is a vendor on file for limo service to and from the airport for Imsa business travel. It is West Suburban limo. This is only optional. If there is a less expensive way to get to and from the airport, please do so. They require a PO#, and a contact number for the passenger, pick up and drop off dates/locations, and flight numbers (if applicable).

**There is a pcard for airfare purchases.** The vendor on the PO would be Imsa. Approved PO should exist prior to booking flights. PO description e.g. -To reim Local Fund for airfare for state emp J. Farrell to Miami FL on 5.20.19 to attend ABC conference return 5.23.19.

Personal Travel Insurance is not a reimbursable expense through state funded money  
(There have been exceptions if this is proven to be required by a hosting school or entity)  
But, you can not make a personal choice to get reimbursed for personal travel insurance.

Activity on a voucher should only be for one month, unless there is overnite travel that would need to be considered in a per diem as one trip, then two months on same voucher would be required.

The travel voucher should show each "leg" of travel. See Boston trip below as an example -

Departed From	Aurora	Arrived At	Ohare	(Include times)
Departed From	Ohare	Arrived At	Boston	(Include times)
Departed From	Boston	Arrived At	Ohare	(Include times)
Departed From	Ohare	Arrived At	Aurora	(Include times)

Confirm the voucher has two "live" signatures and dates next to the signatures are required

Per diem calculator (doc found on website) needs to be attached. Be sure that any meals provided have been backed out, and the per diem reduced - especially for conferences  
Per diem is strictly for overnight travel. If certain criteria are met, a breakfast or dinner allowance may apply. Refer to the Per diem Breakdown Explanation form on our website.

Proper receipts or proof of payment need to be attached.

Ensure that charges are put in their appropriate boxes on the voucher.

Only large Transportation costs such as airfare, car rental, and amtrak belong in box #13  
taxi, shuttle, uber or metra charges belong in Box # 16.

Check mileage, does it make sense? Is a mapquest attached? Traveler should use the most direct route  
Does the travel go through headquarters (any part of Aurora)? Mileage through headquarters (Aurora) wouldn't get fully reimbursed. Mileage would need to be calculated from Imsa in this event.

All trips need to be viewed as a whole and should make sense. Statements need to be made as to why reimbursement is not being requested if it would typically be due.

If they are not receiving mileage, comment is needed. (Rode in Imsa van, shared ride) If no hotel is being claimed (Lodging on PO #, shared room, stayed w/ friend, etc) if no airfare, (airfare on PO #)

Again, reach out to Jim Farrell or Maria Magana as needed.